

March 8, 2022

New York City Conflicts of Interest Board
2 Lafayette Street
New York, NY 10007

Re: Consulting arrangement with former Projects Coordinator, Kaitlin Cockerham

Dear New York City Conflicts of Interest Board Members:

As permitted under the Conflicts of Interest Board Rule § 1-07(d), I am writing to notify you that Katilin Cockerham, former Projects Coordinator of the Department of Cultural Affairs (“Agency” or “DCLA”), will return as a consultant for DCLA within one year after leaving City service. Ms. Cockerham to return as a consultant to continue work similar to the matters handled during her tenure. Ms. Cockerham served as a Projects Coordinator in the DCLA Programs unit for two years, ending her tenure on August 26, 2021. DCLA has directly retained her for a short-term, project-specific consultancy for five to six months, effective March 9, 2022. The contract will conform to the stipulations detailed in the City Charter. Deputy Commissioner Sheelah Feinberg has also acknowledged and agreed to this decision.

The DCLA Programs unit is currently understaffed, and 300 active organizations have been temporarily assigned to program officers, increasing their respective workloads by 33%. The Fiscal Year 2023 applicant pool is exceptionally large and coincides with the launch of significant reforms to the Cultural Development Fund grantmaking process. Ms. Cockerham’s knowledge of the process and the associated administrative work is essential to the success of the Fiscal Year 2023 grant cycle. Ms. Cockerham’s return as a consultant during this time to continue the work she was previously engaged in is beneficial to the Agency and the City.

Ms. Cockerham will be compensated at the rate of \$30 per hour, which is commensurate with her salary at the time her tenure at DCLA ended. She will provide services approximately 25 hours per week. As a consultant, Ms. Cockerham will assist in identifying and recruiting panelists to serve in the Fiscal Year 2023 competitive review process that is the core of DCLA’s grantmaking. Her work will include identifying and communicating with potential panelists in order to fill the 60 competitive peer review panels that will be virtually held over a 10-week period, which is estimated to begin in mid-June 2022. She will process panelist documentation for registration and payment and will assist with post-panel analysis. Only someone with first-hand knowledge of the work, which is heavily compliance-based and uniquely detailed for the City-funded grant programs managed by the unit, would be able to execute the work in the timely manner required.

If you have any questions, please do not hesitate to contact me at (212) 513-9325.

Very truly yours,



Pranita A. Raghavan
General Counsel

Acknowledged and agreed to:



Sheelah Feinberg
Deputy Commissioner

cc: Ethan Carrier/COIB (via e-mail)
Christopher M. Hammer/COIB (via e-mail)

August 4, 2022

New York City Conflicts of Interest Board
2 Lafayette Street
New York, NY 10007

Re: Consulting arrangement with departing Community Coordinator, Stacey McMath

Dear New York City Conflicts of Interest Board Members:

As permitted under the Conflicts of Interest Board Rule § 1-07(d), I am writing to notify you that Stacey McMath, departing Director of Programs of the Department of Cultural Affairs (“Agency” or “DCLA”), will return as a consultant for DCLA within one year after leaving City service. Ms. McMath will return as a consultant to continue work similar to the matters she handled during her tenure. Ms. McMath served as Director in the DCLA Programs unit for eight years, ending her tenure on July 29, 2022. DCLA has directly retained her for a short-term, project-specific consultancy for five to six months, effective August 1, 2022. The contract will conform to the stipulations detailed in the City Charter. Commissioner Laurie Cumbo has acknowledged and agreed to these terms.

The DCLA Programs unit is currently understaffed, and 300 active organizations have been temporarily assigned to program officers, increasing their respective workloads by 33%. The Fiscal Year 2023 applicant pool is exceptionally large and coincides with the launch of significant reforms to the Cultural Development Fund grantmaking process. Ms. McMath’s knowledge of the process and the associated funding work is essential to the success of the Fiscal Year 2023 grant cycle. Ms. McMath’s return as a consultant during this time to continue the work she was previously engaged in will be very beneficial to the Agency and the City.

Ms. McMath will be compensated at the rate of \$46 per hour, which is commensurate with her current DCLA salary of \$83,900. She will provide services approximately 10-15 hours per week. As a consultant, Ms. McMath will assist in panel production, funding allocation, and outcome process for the Fiscal Year 2023 competitive review process that is the core of DCLA’s grantmaking. Her work will include assessing the quality of the panel process, measuring the effectiveness of shorter, remote panel sessions on panelists, facilitators, production managers and notetakers. Also included in this consultancy is evaluation of the new funding rubric employed for the first time to determine allocations and outcomes, including raising minimum awards in five budget categories, converting all eligible grantees to multi-year awards over time, and assessing disbursement of available funding that includes new designations such as equity. This work will be conducted remotely.

Ms. McMath is needed for this role because DCLA is implementing approved reforms to the annual CDF process in intricate ways that only someone instrumental in creating them can assess. In addition to her knowledge of the process, her analytical skills will allow us to receive an effective and efficient assessment in the short window available as we plan the FY24 cycle that will launch in January 2023.

If you have any questions, please do not hesitate to contact me at (212) 513-9325.

Very truly yours,

/s/

Lance A. Polivy
General Counsel

Acknowledged and agreed to:

/s/

Laurie Cumbo
Commissioner

cc: Ethan Carrier/COIB (via e-mail)
Christopher M. Hammer/COIB (via e-mail)

August 4, 2022

New York City Conflicts of Interest Board
2 Lafayette Street
New York, NY 10007

Re: Consulting arrangement with departing Senior Program Officer, Alana Dapena Fraiz

Dear New York City Conflicts of Interest Board Members:

As permitted under the Conflicts of Interest Board Rule § 1-07(d), I am writing to notify you that Alana Dapena Fraiz, departing Senior Program Officer of the Department of Cultural Affairs (“Agency” or “DCLA”), will return as a consultant for DCLA within one year after leaving City service. Ms. Dapena Fraiz would return as a consultant to continue work similar to the matters handled during her tenure. Ms. Dapena Fraiz has served as a Senior Program Officer in the DCLA Programs unit for four years, ending her tenure on July 22, 2022. DCLA has directly retained her for a short-term, project-specific consultancy for two to four months, effective Sept. 12, 2022. The contract will conform to the stipulations detailed in the City Charter. Commissioner Laurie Cumbo has acknowledged and agreed to these terms.

The DCLA Programs unit is currently understaffed, and 300 active organizations have been temporarily assigned to program officers, increasing their respective workloads by 33%. The Fiscal Year 2023 applicant pool is exceptionally large and coincides with the launch of significant reforms to the Cultural Development Fund grantmaking process. Ms. Dapena Fraiz’s knowledge of the process and the associated reporting work is essential to the success of the Fiscal Year 2023 grant cycle. Ms. Dapena Fraiz’s return as a consultant during this time to continue the work she was previously engaged in would be very beneficial to the Agency and the City.

Ms. Dapena Fraiz will be compensated at the rate of \$36 per hour, which is commensurate with her salary of \$65,100 at the time her tenure at DCLA will end. She will provide services approximately 10-15 hours per week. As a consultant, Ms. Dapena Fraiz will provide analysis, review and recommendations of CDF grantees’ final reporting on FY22 activities, an aspect of the CDF reform process soon to be implemented as part of the DCLA Programs Unit’s FY23 grant cycle. The work will include assessing the efficiency of the review process including such elements as timing, turnaround, clarity and completeness based on instructions and guidelines, comparing current content and practices for FY22 to what will be needed for FY23 and beyond. Also included in this consultancy is making recommendations for revisions and practices as the final reports will change for FY23 as a result of the reforms including changes to the application, evaluative criteria, funding levels. This work will be conducted remotely.

Ms. Dapena Fraiz is needed for this role because DCLA is implementing approved reforms to the annual CDF process in intricate ways that only someone instrumental in planning them can assess. In addition to her knowledge of the process, her experience in reviewing final reports will allow us to receive an effective and efficient assessment in the short window available as we plan for this part of the FY23 cycle that will be shared with grantees in 2023.

If you have any questions, please do not hesitate to contact me at (212) 513-9325.

Very truly yours,

/s/

Lance A. Polivy
General Counsel

Acknowledged and agreed to:

_____/s/_____
Laurie Cumbo
Commissioner

cc: Ethan Carrier/COIB (via e-mail)
Christopher M. Hammer/COIB (via e-mail)

December 8, 2022

New York City Conflicts of Interest Board
2 Lafayette Street
New York, NY 10007

Re: Consulting arrangement with former Equipment Projects Manager, Kevin Maloof

Dear New York City Conflicts of Interest Board Members:

As permitted under the Conflicts of Interest Board Rule § 1-07(d), I am writing to notify you that Kevin Maloof, former Capital Equipment Project Manager at the Department of Cultural Affairs (“Agency” or “DCLA”), will return as a consultant for DCLA within one year after leaving City service. Mr. Maloof will return as a consultant to continue work similar to the matters he handled during his tenure. Mr. Maloof served as Capital Equipment Project Manager in the DCLA Capital unit for over three years, ending his tenure on November 18, 2022. DCLA has directly retained him for a short-term, project-specific consultancy for two months, effective December 12th, 2022. The contract will conform to the stipulations detailed in the City Charter. Commissioner Laurie Cumbo has acknowledged and agreed to these terms.

The Equipment Division of the DCLA Capital unit is currently understaffed, and 77 active projects have been temporarily assigned to the only remaining equipment project manager, increasing his respective workload by 100% for the current fiscal year. It should be noted that Office of Management and Budget (OMB) has given DCLA permission to hire two additional equipment project managers, but those positions have not yet been filled.

Currently, the capital equipment portfolio is exceptionally large due to capital equipment projects being paused for most of 2020 until January of 2021. Additionally, it is expected that the FY24 funding cycle beginning in January will have a significant amount of new constituent funding requests as cultural organizations emerge from the pandemic and address their infrastructure needs.

Mr. Maloof’s work on constituent outreach and as the producer of the Capital unit’s funding request webinars is an essential skill needed for a successful funding request cycle this January. His departure also coincides with the required launch of significant reform to the capital budget tracking process. The Capital unit is in the midst of creating a Salesforce database of all DCLA capital projects, totaling over \$1 billion in allocated funding. The Salesforce database integration has multiple time sensitive milestones that must be met, making Mr. Maloof’s knowledge of DCLA’s capital budget and capital funding processes essential to a successful

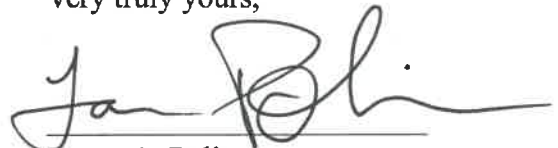
launch of the Salesforce database. Mr. Maloof's return as a consultant during this time will continue the work he was previously engaged in and is beneficial to the Agency and the City.

Mr. Maloof will be compensated at the rate of \$34 per hour, which is commensurate with his salary of \$62,232 at the time his tenure at DCLA ended. He will provide services approximately 15-25 hours per week. As a consultant, Mr. Maloof will assist in the creation of a Salesforce database, which is core to DCLA's capital program success over the next two months. His work will include accurately inputting the current and historical DCLA capital budget into the Salesforce database. This work will be conducted remotely.

Mr. Maloof is needed for this role because DCLA is implementing required reforms to capital budget tracking in which the workload extends beyond current staffing levels. The database integration has hard timeline deliverables that must be met, or the Agency will incur additional change order costs. Mr. Maloof's intricate knowledge of Capital programs and projects make him the only choice for this task. In addition to his knowledge of the process, his analytical skills will allow us to receive an effective and efficient assessment of the database in the short window of so he can make adjustment before his consultancy ends.

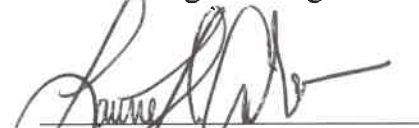
If you have any questions, please do not hesitate to contact me at (212) 298-8727.

Very truly yours,



Lance A. Polivy
General Counsel

Acknowledged and agreed to:


Laurie Cumbo
Commissioner

cc: Ethan Carrier/COIB (via e-mail)
Christopher M. Hammer/COIB (via e-mail)